

Documents Branch  
CENTRAL INTELLIGENCE GROUP

7 May 1947

MEMORANDUM

TO : The Chief  
SUBJECT : Integration of SDS and GMDS (ID, WDGS)  
with Documents Branch, CIG

The following report is based on inspection trips to SDS, at HSD, Baltimore, and GMDS, The Pentagon, on 5 and 6 May 1947, respectively.

Observations and recommendations are based on the presumption that it is intended to continue present operations of SDS and GMDS following their integration with Documents Branch, CIG.

Special Documents Branch

1. Space

The 4,000 square feet estimated as required for 800 square feet of shelving and personnel of 30 (Ref TAB A, par 1), seems reasonable and allows for expansion. This would be exclusive of space required for reproduction equipment, and stock which can be assimilated into the present Publication Section of Documents Branch.

Recommendations

Approximately 4,000 square feet on the 5th Floor, [redacted] would be made available if cleared of Documents Branch Library stacks and files. This would leave more than 3,000 square feet of the 5th Floor for the Publication Section (including SDS reproduction facilities) and Documents Branch Screening Section, which now occupy that space.

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2. Publications

It is understood that SDS reproduction responsibilities will be integrated with Documents Branch Publication Section.

It will be possible to continue present-type reproduction of SDS material after the integration under the following conditions:

- a. That specific equipment, now used by SDS (Ref TAB B)

be transferred to Documents Branch, or its equivalent provided.

b. That adequate personnel be provided for the operation of this equipment.

### Recommendations

I do not concur in the "requirement" that reproduction facilities be operated in conjunction with translators or researcher (Ref TAB A, par 1). Present Documents Branch SOP should be followed.

Liaison for proper preparation of material should be completed by the editorial unit and project work should be clear, accurate and finished when submitted for reproduction service.

In the event that branch reproduction is eventually assimilated by a CIG central reproduction facility, translation and/ or research and editing must be completed before the material leaves the Branch for publication.

### 3. Equipment and Supplies

a. It is understood that all expendable supplies now stocked by SDS will be transferred to Documents Branch (Ref TAB A, par 2)

This stock will fill reproduction requirements until a supply schedule is established through CIG.

b. Equipment and research texts required will be made available for transfer to Documents Branch through the Second Army and the War Department (Ref TAB A, par 2).

Negotiations for this transfer have all ready been initiated through Property Control Section, Services Division, CIG.

### German Military Documents Section

#### 1. Space

Area provided in the Mezzanine Basement, The Pentagon, for continued operation is adequate.

#### 2. Publications

The present system for reproduction of GMDS material appears efficient and, with some modification, may be adopted in totoby Documents Branch.

### Recommendations

Designate one member of the Documents Branch Pentagon unit as responsible for proper form of raw material.

Assign typist to this unit to continue present practice of Fino-mat typing and continue present procedure.

Typed Fino-mats for file card reproduction can be periodically collected for reproduction on CIG multilith machines.

Cards reproduced by CIG central facility be returned to Documents Branch for standard dissemination procedure.

### 3. Equipment and Supplies

#### Recommendations:

Such materiel needed for present continuation of operations be acquired by transfer or loan from War Department.

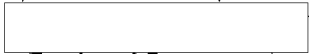
Stationery, file cards and Fino-mat would be provided for on a supply schedule through CIG and stocked in the Pentagon area.

#### Transportation of Materiel (Ref TAB A, par 3 and 4)

1. GMDS will arrange for transportation of documents from HSD, Baltimore, to the Pentagon. Transportation of documents from GMDS to Documents Branch will be handled in routine fashion by liaison between the two organizations.

2. Army transportation for equipment and supplies from HSD, Baltimore, to Documents Branch is doubtful.

Arrangements for the transportation are being made through Documents Branch supply, CIG services, and SDS.

  
Capt, AC  
Documents Branch

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This was prepared at SDS, HSD, Baltimore, as a brief record of conversation between [redacted] and [redacted] 5 May 1947.

TAB A

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## PROPOSAL FOR TRANSFER OF SDS TO CIG

### 1. Space:

It is suggested that 4,000 square feet be allocated for SDS operations. Included in this estimate are roughly 800 square feet of shelving, which must be furnished by Documents Branch.

It is imperative that the reproduction facilities be utilized directly in conjunction with translators and collators, meaning working in space required above.

### 2. Equipment and Supplies:

All expendable supplies will be transferred; this has unofficial sanction of CM.

Equipment required for operation (Ref TAB B)

The items listed in TAB B will be declared excess by HSD and will automatically be shipped out. In order to get this critical material arrangements must be made for release to CIG of this equipment from War Department. Reference texts are included in this category.

### 3. Documents:

All documents borrowed from GDS will be returned for inventory 4 - 5 days prior to actual transfer date.

### 4. Physical Aspects of Move:

Arrangements for transfer of documents from GDS to CIG will be classified by [redacted]

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Transportation of expendable supplies, equipment (if transferred) and miscellaneous materials will require three (3) 2½-ton trucks. Steps will be taken to get CIG warehouse unit to furnish transportation. Final aspects will be arranged later. This will require at least 2 days.

Army transport is not available at the Baltimore end, except for shipment of documents to GDS.

PROPERTY ISSUE SLIP

TAB B

Stock or Part No	Nomenclature	On hand & Due In	Unit
54-M-28780-30	Machine, duplicating, using stencil paper, motor driven 8 x 13, A B Dick, Model 92, with stand, Serial No 106035 and 6879	2	ea
54-M-28780	Machine, duplicating, using stencil paper, motor driven 8 x 13, Model 100, w/stand, Serial No 6013	1	ea
54-M-30728	Machine, numbering, auto-matic, 5 wheel, 4 movements, Serial No 982812, 903962, 939984, 982815	4	ea
18-M-388-388 QM	Machine, printing & developing, ammonia process, w/chute and cabinet, mercury vapor tube, 60 to 130 V, 60 cycle, AC, 42" cap, Type E, Serial No 9954	1	ea
18-M-387-888	Machine, Ozalid, same as above, Type E, Serial No 10739	1	ea
18-4630.900.500 Engr prop	Machine, printing & developing, ammonia process, mercury vapor tube, Ozalid Model E, Serial No 13954	1	ea
54-T-4710	Typewriter, electromatic, 12" carriage, used, Serial No: 44564 - 44752 49546 - 54822 71659 - 74084 93143 - 93312	8	ea
54-T-NS	Typewriter, electromatic, 11" carriage, Serial No 0122 83710, large type, used	1	ea

TEXTS PURCHASED BY SPECIAL DOCUMENTS SECTION

<u>Title</u>	<u>Author, Editor, Etc.</u>	<u>Amount Purchased</u>
English-Russian Technical & Scientific Dictionary	Chernuchin	5
Russian-English " " " "	Bray	3
English-Russian " " " "	Müller	10
Russian-English Dictionary	Segal	3
German-English Dictionary for Chemists	Patterson	5
Hoyer-Kreuter - Set I:		
German-English-French, Vol I	Schlomann	1
English-German-French, Vol II	"	1
French-German-English, Vol III	"	1
Set II:		
3 volumes, same as above	"	1
	"	1
	"	1
The Modern Dictionary	Funk & Wagnalls	10
Cassell's New German & English Dictionary	Breul	25
German-English Dictionary for Chemists	Patterson	1
German-English Science Library	DeVries	1
Hackh's Chemical Dictionary	Grant	1
Geology and Allied Sciences	Huebner	1
VanNostrand's Scientific Encyclopedia	Van Nostrand	1
German-English Dictionary of Metallurgy	Singer	1
Rand McNally - International Edition World Atlas (1946)	Rand McNally	2

SUPPLIES REQUIRED BY SDS

TAB C

<u>QUANTITY</u>	<u>ITEM</u>
1000 sq ft (approx)	Shelving
30	Desks, office, typewriter w/compartment, left pad
8	Typewriters, 14" carriage (electromatic preferred) or Underwood w/covers
22	Typewriters, 14" carriage w/covers
1	Table, drafting, 3' x 8' or larger
1	Beam compass w/extension
12	Magnifying glasses
36	File cabinets, legal size, 4 drawer w/3 comb locks
2	Large combination safes
6	File cabinets, 5 x 8, 7 drawers, 2 compartments w/comb locks
2	Cabinets, map filing, w/comb locks
12	Cabinet, filing, 3 x 5, 1 drawer, 2 compartment
12	Cabinet, filing, 5 x 8, 1 drawer, 2 compartment
22	Chairs, office, rotary, w/arms
12	Chairs, office, leg, w/arms
8	Chairs, typewriter, curved adj spring back
52	Desk, distributors, steel or wood (book rack)
1	Stool, 30" high
3	Glass tops for desks
6	Tables, office, wood, w/2 drawers
6	Perforators
6	Shears
30	Calendar stands
60	Desk trays

<u>QUANTITY</u>	<u>ITEM</u>
3	Machine, numbering, automatic 5 wheel, 5 movement
20	Staplers
30	Waste baskets
4	Pencil sharpeners
1	Dictionary, Webster New International, large
6	Staple removers
30	Lamps, flourescent, desk type, 120V, 60 cys, adj dome w/2 tubes
1	Paper trimmer, drop knives
4	Cabinets, 4 shelf, 6' high, 36" wide, 18" deep
3	Ozalid machines
3	Mimeograph machines